

SOUTH COLLEGE

**GRANTS & PROPOSALS ROUTING SLIP**

**INTERNAL DOCUMENT**

If assistance is needed to develop a proposal a Project Executive Summary should be provided to the Sponsored Programs Office at least three months prior to the funding deadline to begin the research.

All proposals for external grants and contracts must have the appropriate signatures as indicated below at least four weeks prior to the deadline for submission to the funding agency. *The President will sign only after all appropriate persons have signed.*

*Please complete and return to The Office of Sponsored Programs and Research a copy of the RFP and the final proposal.*

Funding Agency: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Purpose: \_\_\_\_\_

Total Budget Request:\$ \_\_\_\_\_

Project Timeline: \_\_\_\_\_  
Start Date End Date

This Grant/Proposal is (please check one):

New  Continuation/Renewal → Account No. \_\_\_\_\_

Award Notification Date (Approximate): \_\_\_\_\_

Faculty/Principal Investigator Name and Signature \_\_\_\_\_ Date \_\_\_\_\_

Unit Head Division Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

Director of Sponsored Programs \_\_\_\_\_ Date \_\_\_\_\_

Chief Financial Officer \_\_\_\_\_ Date \_\_\_\_\_

President and/or Executive Vice President \_\_\_\_\_ Date \_\_\_\_\_

**GRANTS OFFICE USE ONLY:**

|             |                             |
|-------------|-----------------------------|
| Award Date  | Program Reporting Date(s)   |
|             | Financial Reporting Date(s) |
| Denied Date | Evaluation Received:        |